

# **Quarterly-HPR-V LHRC Meeting Minutes**

June 20<sup>th</sup>, 2011

**City of Norfolk Community Services Board**  
**255 W. Olney Road, Norfolk, VA 23510-1523**  
**(757) 823-1600**

## ***Committee Members Present:***

Adrienne Scott  
Betty Morgan  
Jeff Kail  
Linda Ritter

## ***Others present:***

Stewart Prost

## ***Affiliates Present:***

Associates at York, Inc., Olivia Norman & KA Hooper?  
Another Level Youth & Family Services, Ronnie Davis, Jr, Standice Kumph  
Community Empowerment LLC, Natasha Goodman  
Compassion House, Danora J Brockman  
Fidura & Associates, Iletha Miller, Barbara Gardner  
Heart Havens, Tamico Eley  
Lucas Lodge, Lisa Lucas-Burke, Jonquin Stringer  
Norfolk CSB, Sandi Lee, Robert A. Horne  
Portsmouth Department of Behavioral Healthcare Services, Gracie Taylor  
Support Services of VA, Jeanne Cullison, Chip Dodd  
Tidewater Youth Services, Tim Heiler  
V&V Adult Group Home, Vanessa Johnson, Vernon Johnson

**I. Call to Order** – Betty Morgan called the meeting to order at approximately 1:05 pm.

### **II. Introductions**

**III. Minutes** – A quorum was present. The March 21st, 2010 minutes were reviewed, revisions requested and approved with corrections and additions noted.

**IV. Treasury Report** – It was discussed that it is no longer necessary to have a treasurer's report at the LHRC meeting and it is up to the affiliates to discuss how to utilize funds accumulated from dues.

**V. Affiliate Reports** – If you have items for presentation, or updates regarding previous reviewed topics, the LHRC members should receive, by email or regular mail, appropriate written documentation 2 weeks prior to the scheduled meeting.

<b>AFFILIATE</b>	<b>INCIDENTS</b>	<b>SERIOUS INJURIES</b>	<b>DEATHS</b>
Associates at York	0	0	0
Another Level	0	0	0
Community Empowerment	No report	Not licensed Yet	
Compassion House	1	0	0
Fidura & Associates	0	0	0
Heart Havens, Inc.	2	0	0
Lucas Lodge	1	0	1
Norfolk CSB	0	6	5
Portsmouth DBHS	1	0	2
Support Svc of VA	2	2	0
Tidewater Youth	1	0	0
V&V Adult Group Home	0	0	0

## **VI. Regional Advocate Report -**

- OHR hired a new secretary named Annette Joseph Williams.
- OHR hired a new advocate named Hillary Zanfield.
- There are new standardized quarterly and annual report forms for all LHRC's to use for future reporting. They are in both PDF and MS Word format. They have been sent out via email to all providers. If you need another copy, send Stewart an email with the request.
- The quarterly and annual reports are to be submitted in place of current reporting forms.
- The new reports were reviewed / explained. Some of the key items discussed include,
  - When entering information, be sure to only include persons, or events that fall within the sites and /or services affiliated with the LHRC you are reporting to.
  - Agencies may either place the details of each incident / event at the bottom of the form or they may use the old reporting form and attach to the quarterly report.
  - The informal and formal complaint process was reviewed. The default process should be informal and only escalated to formal if a resolution can not be made within 5 days.
  - The new quarterly report must be turned into the LHRC members as well as the Advocate no less than 2 weeks prior to the meeting. The annual is due on January 15<sup>th</sup> following the closing of the year. Failure to meet these deadlines may result in a citation from Licensing. The reports are due each quarter even if the affiliate is not required to attend the meeting due to the six month rotation.
  - Provider should include the annual seclusion and restraint form as well as all 4 quarterly reports when submitting the new annual report form.
- OHR is rolling out the Comprehensive Human Rights Information System (Chris) towards the end of this year. They will start with the larger providers and work

their way down. This system will allow agencies to report all incidents efficiently and securely online.

- There will be no new LHRCs in the foreseeable future
- After this meeting, the LHRC will need to recruit more committee members. The openings include two general and one consumer. If membership of committee fails to meet code mandates for 6 months, the LHRC must report the situation to the state. If membership fails to meet mandate for 12 months, SHRC will consider the viability of the committee and look at consolidating its affiliates and committee members with another board.
- Consumer committee members do not need to have received services or otherwise be associated with any DBHDS licensed agency. Simply receiving a psychotropic medication from a Primary Care Physician would qualify an individual for the position. The SHRC will be following Consumer positions closely to assure compliance.
- LHRC committee members who have exceeded their term may return to the position after one year off. LHRC committee members who wish to continue volunteering may also move to another LHRC after their term is up at their current committee. OHR is considering allowing a committee member to float between two or more LHRC's to assist with hearings or as needed.
- Agencies need to sign the cooperative agreement and return to the affiliate secretary (SSVA) to ensure compliance.
- Although affiliates are only required to attend twice a year, agencies who wish to make modifications to their license or policies need to attend the next available meeting regardless of the rotation. The committee may request the presence of an agency at any meeting if they have questions or concerns regarding their quarterly report.
- Affiliates will no longer pay fees; providers must develop a system to determine what will happen with money currently in treasury.
- Affiliates may choose to pay for the services provided by the affiliate Secretary and Treasurer out of the dues collected.
- Each LHRC must have members designated to function as Chair, Vice Chair, and Secretary
  - LHRC secretary will: ensure that notices are posted, review minutes, assure that minutes are posted, and produce agenda in advance of meeting. These items can be delegated to the affiliate secretary if desired.
- Process of assigning temporary affiliations will be discontinued – only permanent affiliations will be granted
- Quorum is now defined as simple majority of committee members

## **VIII. Old Business**

### Support Services of VA –

- Committee voted to permanent affiliate the Reyes Sponsored Home at 420 Middle Street, Portsmouth, VA 23704 to permanent affiliation.

#### Tidewater Youth Services-

- Committee voted to permanently affiliate the Mental Health Support Services program.
- The Family Crisis Team and Foster Care Support Services were also granted permanent affiliation under Tidewater Youth Service's existing Intensive In-Home License.

#### Community Empowerment –

- Permanent affiliation for the agency was granted.

### **IX New Business**

#### Norfolk Community Services Board –

Granted permanent affiliation to two new 5 bed group homes.

#### Election of Officers

- Jeff Kale was elected Chair
- Betty Morgan was elected Vice Chair
- Jeanne Swanick was elected Secretary

#### Affiliate Rotation

- It was decided to split the affiliates in half alphabetically to determine the new rotation.
- Associates of York, Another Level, Community Empowerment, Compassion House, Fidura and Associates and Heart Havens are to attend the September and March meetings.
- Lucas Lodge, Norfolk CSB, Portsmouth CSB, SSVA, Tidewater Youth, V&V Group Home are to attend the June and December meetings.

**Next Meeting:** The next meeting date will be at 1:00 p.m., September 19, 2011 @ Norfolk CSB, 255 W. Olney Road, Norfolk, VA 23510.

**X, XI The general meeting was adjourned at 2:30 pm, to allow the committee to convene Executive Session**

Respectfully Submitted,  
Chip Dodd